



STATE OF MICHIGAN

**Family
Independence
Agency**

Memo

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To: **Jim Nye, Acting Deputy Director
For Service Delivery**

Date: **February 18, 2003**

From: **Rita Barker, Director
Office of Internal Audit**

Subject: **Audit of Volunteer Services
October 1, 2001 through July 30, 2002
Audit #2002-190**

The Office of Internal Audit performed an audit of Volunteer Services Program expenditures for the period October 1, 2001 through July 30, 2002. We reviewed the types of expenditures and the monitoring procedures performed by the local office at 3 local offices, 3 Wayne County Districts, and Wayne County Central Administration. We were informed that volunteer services funds were used for telephone charges, cell phone charges, general office supplies, volunteer service coordinators' training and travel, volunteers' meal and mileage reimbursement, volunteer appreciation gifts, and community projects. We reviewed expenditures for each type of service provided and the documentation on file to support the expense.

We found that volunteers were reimbursed for lunch although they worked hours that did not comply with state policy for lunch reimbursement at 2 Wayne District Offices and at Wayne Central Administration.

We found 3 Wayne District Offices had charges on the Detail Expenditure Report (ES-010) that were incorrectly charged to the Volunteer Services Account.

We also found that one local office reimbursed volunteers for travel although the travel description column was not completed on their travel vouchers.

Each office was informed of our findings at their office, and was given our recommendations for corrective action.

Please contact me if you have questions regarding this review.

c: M. Jasonowicz

J. Vanda

M. Scieszka

C. Osga